

## **WASHINGTON HISTORIC PRESERVATION COMMISSION**

Regular Scheduled Meeting - Agenda

Tuesday, July 2, 2013

7:00 PM

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**I. Opening of the meeting**

**II. Invocation**

**III. Roll call**

**IV. Old Business**

**V. Major Works, Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Mr. William Kenner to add a one story 200 SF addition at the rear of the residence with a new metal roof. French doors will be added to the house to provide access to the porch. Additionally, the deck will be extended 8 feet from where it currently sits. The Foundation of the house will also be jacked up on one end to elevate the left side of the house that has begun to sink. The property is located at 720 East Main Street.
2. A request has been made by Mr. and Mrs. Chuck Davis to replace the original windows on the house located at 413 East Main Street. The proposed work calls for replacing the wood windows with new aluminum clad windows.

**B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Betty Jean Green to change out the HVAC system for the property located at 502 East Main Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Ashley Futrell to remove the tile floor and plywood and replace in kind.
3. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Barbara Whitfield to install a new HVAC system for the property located at 527 W. Main Street.

**VII. Other Business**

1. Update on Demolition by Neglect Sub Committee

**VII. Approval of Minutes – June 4, 2013**

**VIII. Adjourn**

6

# **MAJOR WORKS**

**MR. WILLIAM KENNER**

**720 EAST MAIN STREET**

**CONSTRUCT REAR ADDITION, EXPAND  
REAR DECK, CONVERT WINDOWS INTO  
FRENCH DOORS TO ACCESS PORCH**

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 720 E. Main St Washington NC

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: William Kenner

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

ONE STORY 200 SF ADDITION AT REAR (WATERFRONT SIDE)  
OF RESIDENCE WITH NEW ROOF (METAL). DECK TO BE  
EXTENDED 8'-0". WINDOWS TO BE RE-USED WHERE POSSIBLE.  
Foundation will be jacked up elevated by two feet  
on left side of house for leveling.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

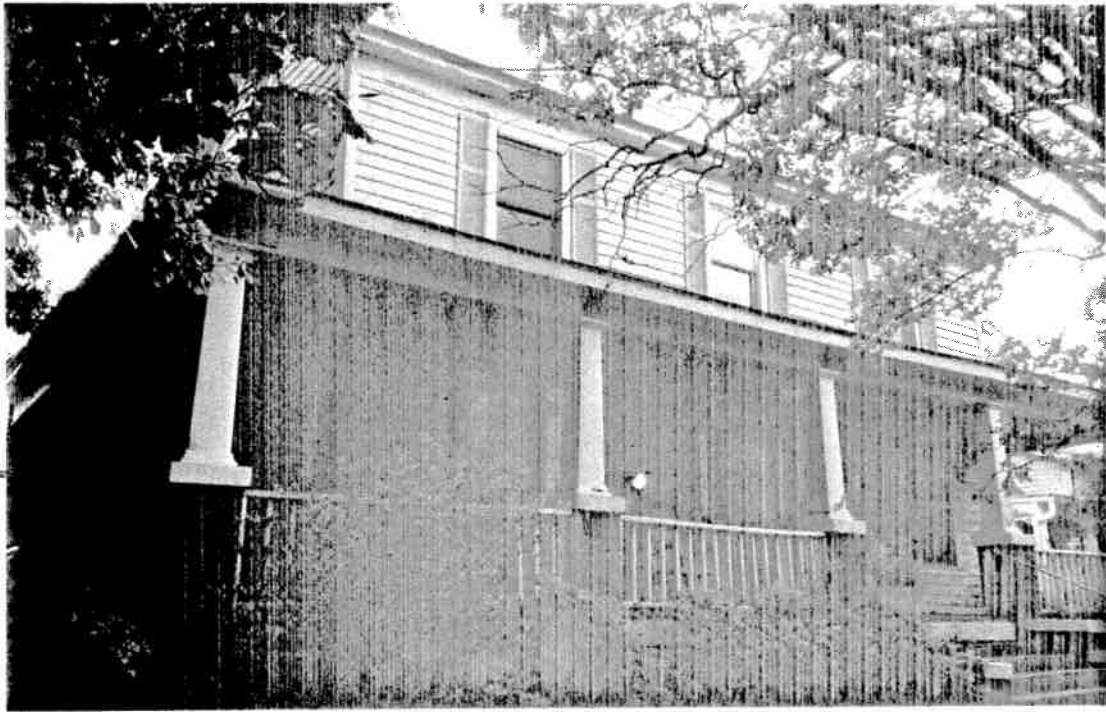
William Kenner  
(Name of Applicant - type or print)  
743 W. 2nd St Washington NC  
(Mailing Address) (Zip Code) 2788  
6/18/13 (919) 395 8761  
(Date) (Daytime Phone Number)  
W. Kenner  
(Signature of Applicant)

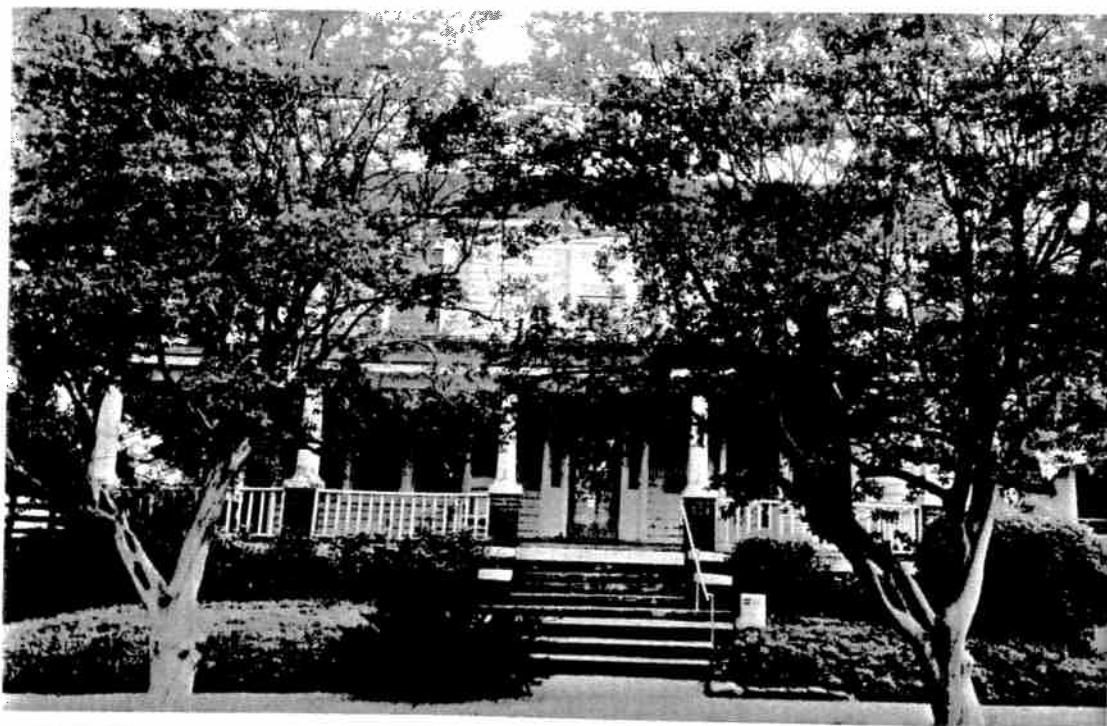
Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.)

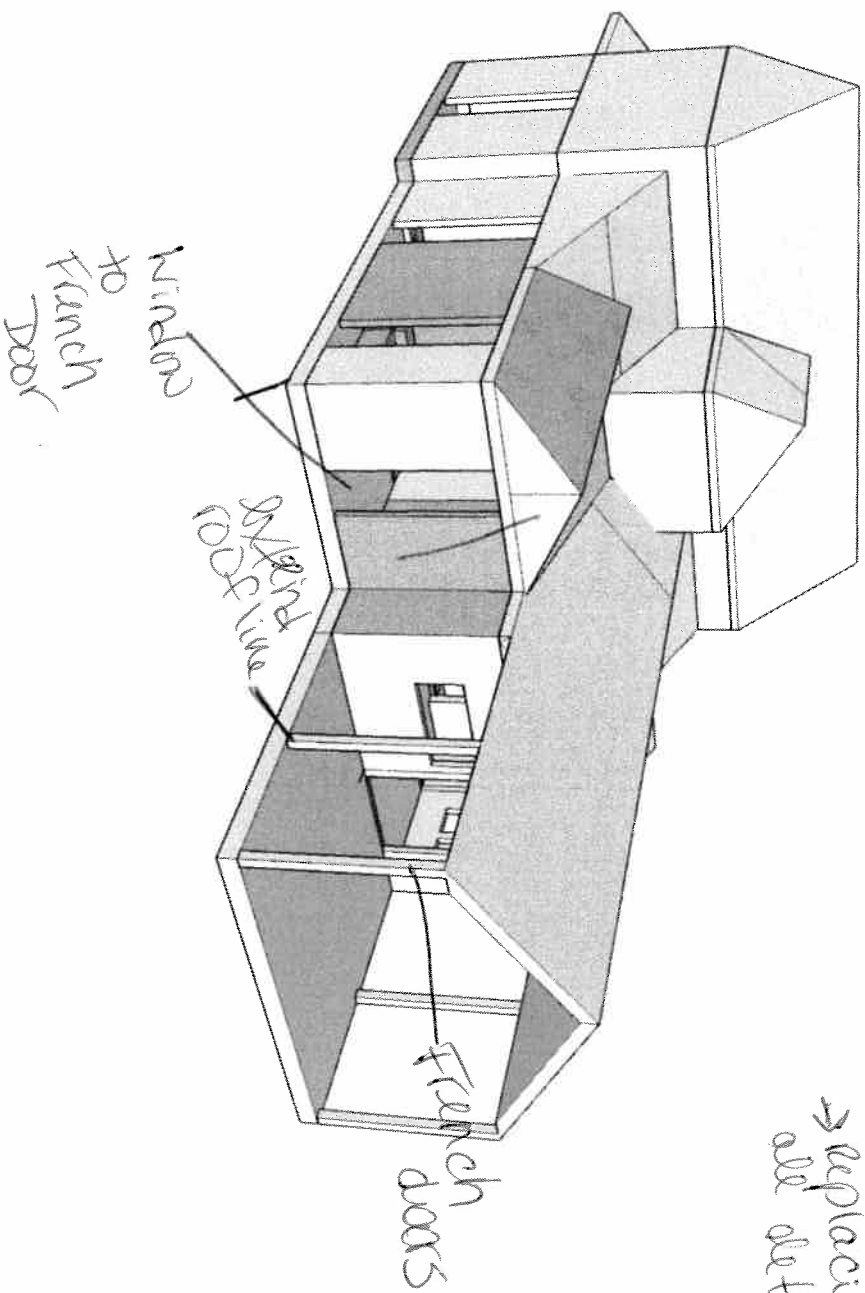
\_\_\_\_\_  
(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

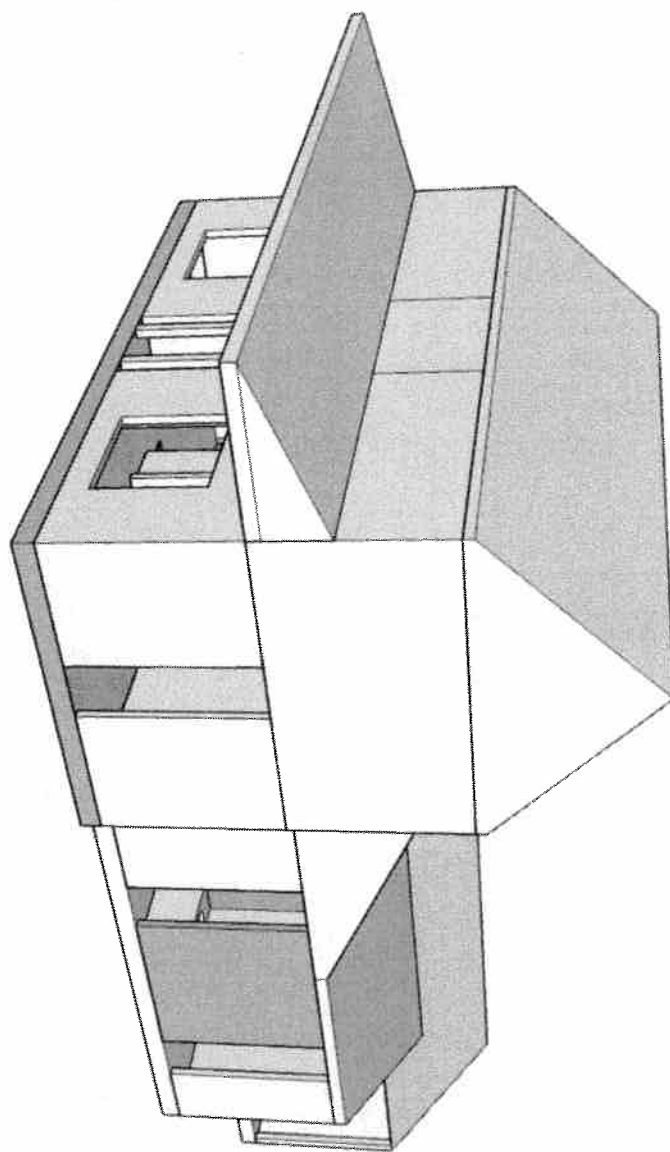


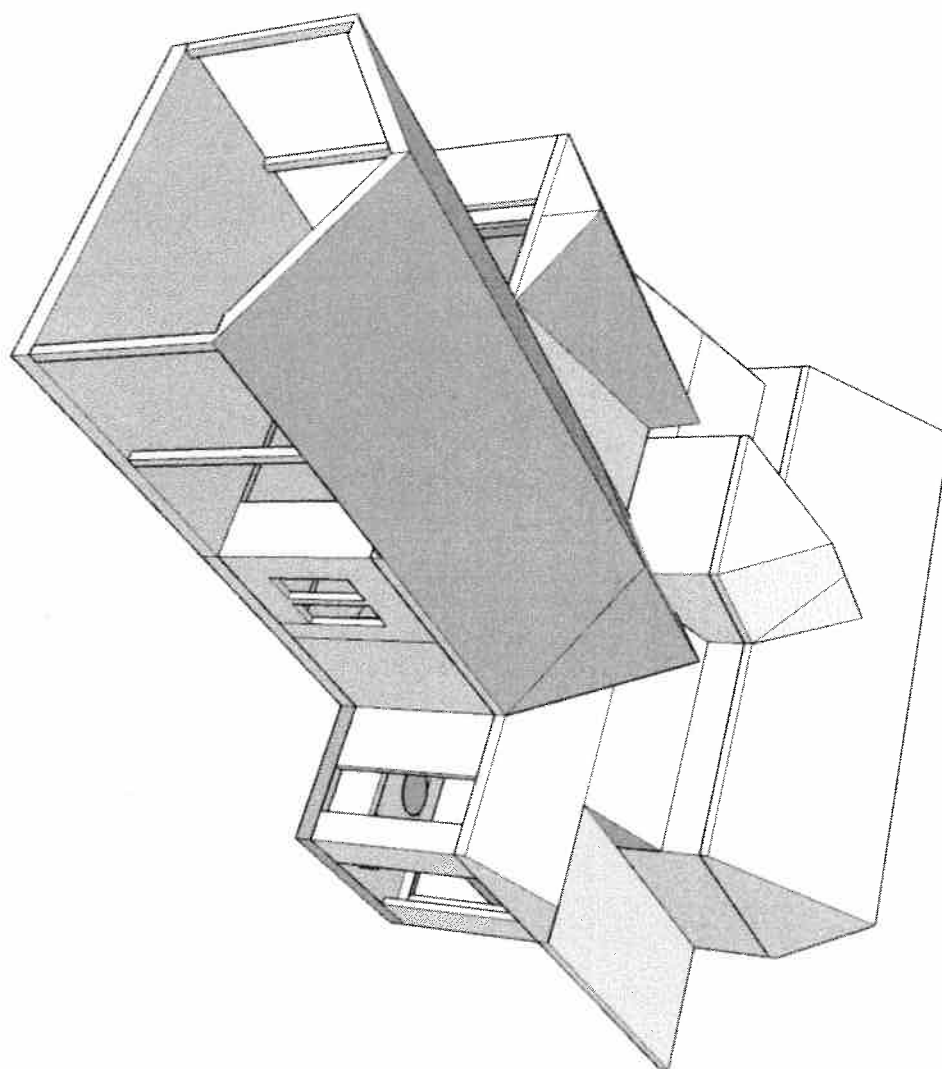


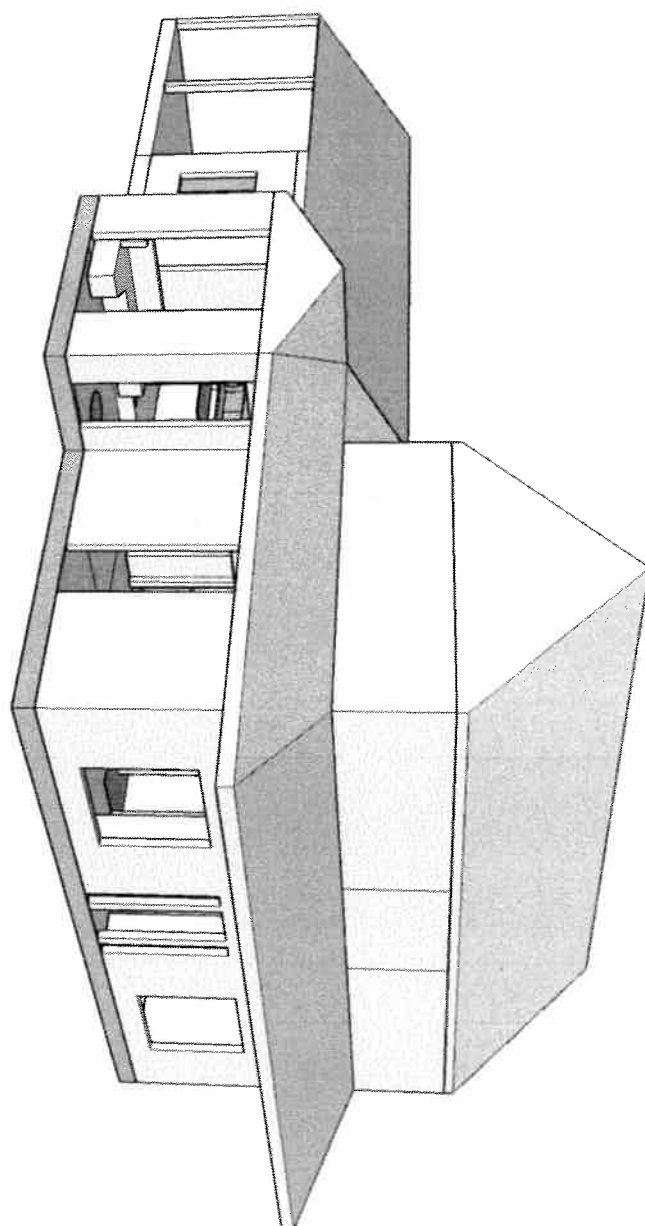
porch - treated green-parch  
 ex le timbers  
 treated wood



- Bear windows will be turned into front French doors.
- opening to life of new doors will be closed back
- replacing w/ lap side all deteriorated.







# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: William Kenner, 720 East Main Street, build a one story addition at rear of the property with a metal roof, build new porch at rear of the property, changing existing windows to French Doors. Additionally, work will include raising the foundation on the left side of the property for leveling purposes.

***A request has been made by Mr. Keller for a Certificate of Appropriateness to build an addition at the rear of his property, change windows out for French Doors, and build a new porch at the rear of the property located at 720 East Main Street.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to *Mr. Kenner to build a one story addition at the rear of the property with a metal roof, construct a new porch at the rear of the property and change existing windows to French doors at the property located at 720 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0** Changes to Existing Buildings.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to *Mr. Kenner to build a one story addition at the rear of the property with a metal roof, construct a new porch at the rear of the property and change existing windows to French doors at the property located at 720 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0** Changes to Existing Buildings.

Or

I move that the Historic Preservation Commission **deny a Certificate of Appropriateness** to *Mr. Kenner to build a one story addition at the rear of the property with a metal roof, construct a new porch at the rear of the property and change existing windows to French doors at the property located at 720 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0** Changes to Existing Buildings.



**ADDRESS:** 720 E. Main Street

**TAX PARCEL NUMBER:** 5685-16-4223

**CONTRIBUTING:** Yes

**CONTRIBUTING NUMBER:** 100

**NON-CONTRIBUTING NUMBER:**

**CURRENT OWNER:** James Miller

**FLOOD ZONE:** Yes

**SQUARE FOOTAGE OF STRUCTURE:** 1935

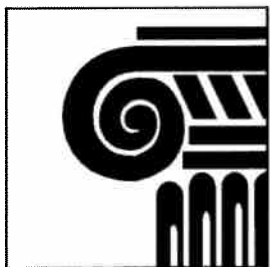
**WINDOW STYLE:** upstairs: 4/1    downstairs: same

**DOOR STYLE:** 4 lite/3 panel

**ROOF MATERIAL:** Asphalt Shingle

**DESCRIPTION:** 2 story early 20<sup>th</sup> century frame house with 1920s type porch.

**OTHER FEATURES:** (i.e. fences, accessory building, etc.): Storage- 1 S 10 x 12



# CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

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**Subject:** Certificate of Appropriateness – 720 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. Kenner, your property is located within 100 feet of the above referenced property.

Mr. Kenner requests to build a one story addition at the rear of the property with a metal roof, construct a new porch at the rear of the property and change existing windows to French doors at the property located at 720 East Main Street.

You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

**Date:** Tuesday July 2, 2013

**Place:** City Hall - Municipal building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 7:00 PM

In the meantime, should you have any questions please feel free to contact me.

Sincerely,

Jennifer Brennan  
Community Development Planner  
252-946-0897  
[jbrennan@washingtontnc.gov](mailto:jbrennan@washingtontnc.gov)

### **Adjoining Property Owners: 720 East Main Street**

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- John and Sandra Harvey  
8714 Cypress Club Dr.  
Raleigh, NC 27615
- Douglas and Diane Wright  
728 East Main Street  
Washington, NC 27889
- Hugh and Sylvia Sterling  
718 East Main Street  
Washington, NC 27889
- Lisa Clark  
102 James Court  
Chocowinity, NC 27817
- Eugene Fellerger and Laura Frye  
712 East Main Street  
Washington, NC 27889
- Kenneth and Paula Tisdale  
704 East Main Street  
Washington, NC 27889
- James and Cheryl Peavyhouse  
517 Boulevard SE  
Atlanta, GA 30312
- Don Crawford  
236 Huntington Ave., Suite 318  
Boston, MA 02115
- Moira and Stephen Laughlin  
1227 Surf Ave  
Pacific Grove, CA 93950
- Stephen and Rachel Smith  
1313 College Place  
Raleigh, NC 27605

- Sam Carty  
c/o Peggy Farrell  
150 Lowtide Lane  
Bath, NC 27808
- Constance Howard  
137 East Main Street  
Washington, NC 27889

# **MAJOR WORKS**

**MR. and MRS. CHUCK DAVIS**

**413 EAST MAIN STREET**

**REPLACE ORIGINAL WOOD WINDOWS  
WITH ALUMINUM CLAD WINDOWS**

**A.4.2**

CITY OF WASHINGTON  
HISTORIC PRESERVATION COMMISSION  
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Date JUNE 24, 2013

Fee \_\_\_\_\_

**A: Information on Structure Under Consideration**

Address: 413 E. MAIN ST WASHINGTON, NC 27889

Current Owner: CHUCK & JENNA DAVIS

Tax Parcel Number: \_\_\_\_\_

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Dept. at 975-9383. Has a Building Permit been obtained? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A X.

**B: Information on Person Making Application**

Name: SAME

Address: SAME

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: 919-697-1725

**C: Proposed Changes to Structure**

I (We) respectfully request a Certificate of Appropriateness be issued in accordance with the City of Washington Zoning Ordinance for the following reason: (details of the proposed project)

SEE ATTACHMENTS - REPLACEMENT OF EXISTING WINDOWS  
WITH NEW ALUMINUM CLAD WINDOWS.

**D: I (We) understand approved requests are valid for one year.**

Note: Applicants, and/or their agents or parties of interest are prohibited from any contact in relation to this matter with Historic Preservation Commission members prior to the public hearing.

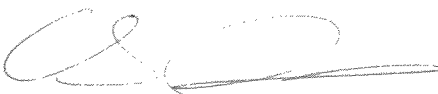
FOR OFFICE USE ONLY:

**ACTION**

**DATE**

- |   |       |
|---|-------|
| <input type="checkbox"/> Approved                 | _____ |
| <input type="checkbox"/> Approved with Conditions | _____ |
| <input type="checkbox"/> Denied                   | _____ |
| <input type="checkbox"/> Withdrawn                | _____ |
| <input type="checkbox"/> Staff Approval           | _____ |

Respectfully Submitted,

  
\_\_\_\_\_  
Signature

Members of the Historic Preservation Board and all other concerned parties,

My wife Jenna and I are seeking approval to replace the windows in our home located at 413 East Main St. Washington, NC. As many of you may already know we purchased this home out of foreclosure several months ago, in need of many repairs, and have been spending a considerable amount of time and money completing necessary renovations to make the home more livable and prevent further structural and cosmetic degradation. We have spoken with a number of local and outside contractors in regard to the repair and/or replacement of the current windows in the home to gather information on the options available to us and the associated costs with repairing and/or replacing windows. In general the windows of the home are in extremely poor condition, suffering from problems ranging from severe wood rot to broken panes. The majority of the windows have a large amount of paint-peel occurring on the outside and inside alike, commonly attributed to lack of proper maintenance over prolonged periods of time. With the lack of paint, wood rot and general decay of the wood frames, tracking, and panel grills has occurred. Some windows, because of this, have lost basic structural integrity and cannot be used properly or at all in some cases. Some of the windows have lost their panel grills in recent years; others were lost long prior and were repaired inadequately. Some of the windows have broken or fractured glass, given the condition of those windows, repairing this condition may not be viable without a complete rebuild of the entire frame. The vast majority of the windows have significant gapping on the top and bottom when "closed." I say this with reservations due to the fact that most of the windows no longer completely close. The warped and damaged frames and tracking prevent the windows from closing completely and properly. The gaps in the windows range from  $\frac{1}{4}$ " in some places to closer to  $\frac{1}{2}$ " or better in other places. We investigated caulking or sealing the gaps but doing so will render a situation where windows cannot be opened again without recaulking or sealing of some nature. We investigated storm windows, according to window contractors, storm windows will do very little to stop the conditioned air losses occurring for these windows given the nature of the problems associated with them. In addition storm windows will not reduce the temperature gradients in the house caused by radiation. Many of the windows in the home, like many historic homes are respectively large, as are many of the windows in our home. The amount of radiant heat coming in through the windows on the eastern side of the home it is enough to produce a 4-6 degree temperature difference to the western side of the house. Currently our HVAC units must run constantly to achieve and maintain temperatures at 78 degrees (even on relatively mild days), largely due to radiant heat and conditioned air losses from the windows. The home has been insulated, walls, floor, attic, it has fairly modern HVAC units that are appropriately sized, leaving the windows as the single culprit for the thermal inefficiencies of the home. We contacted the utilities providers for the home regarding the usage history and found that it was common for the home to have utility bills higher than \$300 for a single month's services. This is monetarily wasteful and environmentally unsound. In addition to the thermal losses virtually none of the windows can be locked, again, due to warping and tracking problems. At some point previous owners opted to use screws and/or nails to "lock" the windows. With many of the windows suffering from rot, the wood in the frames is simply broken and torn away where screws have been placed. This should show the general condition of the windows and that virtually no security feature can be installed and expected to function properly. Some of the

windows in the home have been replaced previously, with the above conditions the likely reason for such replacement.

After considering the facts of the situation we began considering the options of replacement windows, which we were hoping to avoid based simply on the cost. Older homes do not use “standard” windows therefore, it all must be custom made. We discussed vinyl windows initially. They were reasonable on cost, energy efficient, and according to contractors, relatively easy to install. The problems we found with the vinyl windows from multiple contractors were that the windows were typically installed from the inside of the home and they will reduce the window opening size. The interior framing and molding of the windows appears to be original, we do not want to risk damaging the intricate, ornamental designs of the molding, one of the few things in good condition when discussing the windows. The reduction of the window opening is not an option for us either, it is not aesthetically pleasing nor does it look period appropriate for the home. In addition, none of the vinyl window products we found could achieve a DP-50 wind rating, commonly required in buildings and homes in coastal and high wind areas.

We discussed wood windows with contractors. Again some may have to be installed from the inside, but the greatest problem with the wood windows is simply the cost. Quotes received for wooden windows, whether newer style “thermo-pane” or less modern rebuilds of the current style of windows ranged for \$25,000 up to nearly \$40,000. This is simply cost prohibitive for us. To have the proper windows installed correctly (barring installation problems where additional costs would be incurred) at this expense would not allow us to continue renovating and restoring the home, it would absolutely drain our budget. Also the warranty and guarantee periods for these windows were very short, as proper maintenance is required and manufacturers and contractors cannot warranty a window that has been neglected. No guarantees could be made regarding the DP/wind ratings of wooden windows as well.

With this information, this brings us to our current option and our request to replace the current windows in the home with aluminum clad style windows. These windows are a product of Carolina Windows and Doors out of Greenville, NC. The windows are all custom made to fit the current openings. No modification will need to be made to the interior or exterior trim to install the windows. The strength benefits of the aluminum (frame) windows have many advantages when compared to the vinyl and wood options. Most importantly, they are installed from the exterior, unlike vinyl and some wooden windows and will not reduce the window opening as is common with most vinyl and some wood windows. This will maintain the period appropriate look we seek, the 6/6 panel configuration, and maintain the overall historic look of the home. The windows are double hung, 7/8” thick (double glass per pane, dual seal) insulated glass. The glass is not tinted as with some replacement windows and the frames can be enameled to the desired color. The window will achieve the DP-50 wind rating that we (as well as our insurance provider) desire. The frames are not subject to warping or “chalking” as other types of replacement windows and are generally maintenance free when compared to wooden windows. This will ensure that the windows will be functional and have a pleasing appearance for many years to come. With the windows having “thermo-pane” glass they will not “sweat” as do single pane glass windows which over time, causes wood rot of frames, tracks, grills, sills, etc. This will also greatly

reduce the thermal gradient we are experiencing currently in the home. They will improve the thermal efficiency of the home tremendously as well as reduce our energy costs and environmental impact. These windows will help to maintain and preserve the historic nature, value, and features of the home. Low-E glass blocks large amounts of UV rays which “sun bleach” wood and other materials such as floors, furniture, cabinetry, artwork, fabrics, etc. The design of the window is in contrast to the “modern look” of many common vinyl replacement windows. Carolina Windows and Doors has designed their product so that it looks appropriate in older homes, and based on the material presented to us about their product we feel as though there is no other window on the market that can compare with the look of these windows, especially considering the benefits they add to the function of a home. Carolina Windows and Doors has been requested to install windows in many older and historical homes throughout eastern North Carolina which should be noted in consideration to our request. We were shown a number of older homes with these windows installed and were very impressed with how original the appearance of the home was.

In closing, we would like to note that we have worked very diligently in an attempt to find a replacement window product that will not only be functional and improve the thermal efficiency of the home but one that also does not detract from the historical appearance and features of the home and the district as a whole. We have done everything within our means to find a product that will adhere to the Historical District guidelines and not diminish our budget, as we move forward with restoring the rest of the home. As a side note, upon approval of this request, we do intend to salvage as much of the existing windows as possible to be used in other restoration and renovation projects in and about the home. At the time of our submittal of this request we have not had an opportunity to speak with all of our neighbors in regard to this matter and for that we do apologize. We would like to thank the Planning Department and the Committee for taking the time to review our request.

Thanks and Sincerity,

Chuck and Jenna Davis

BROKEN  
GLASS

WOOD ROT





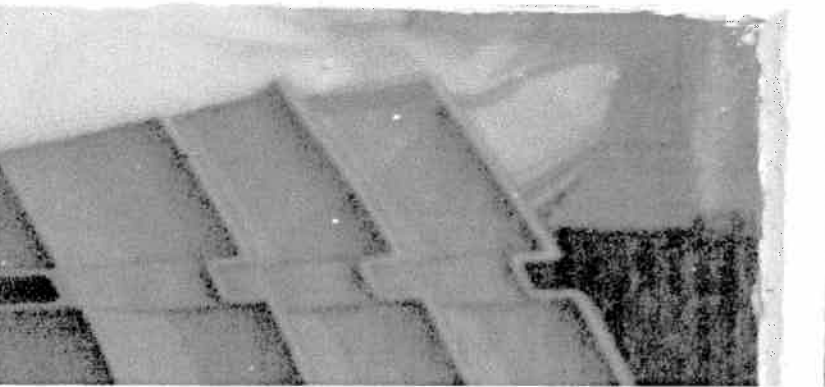
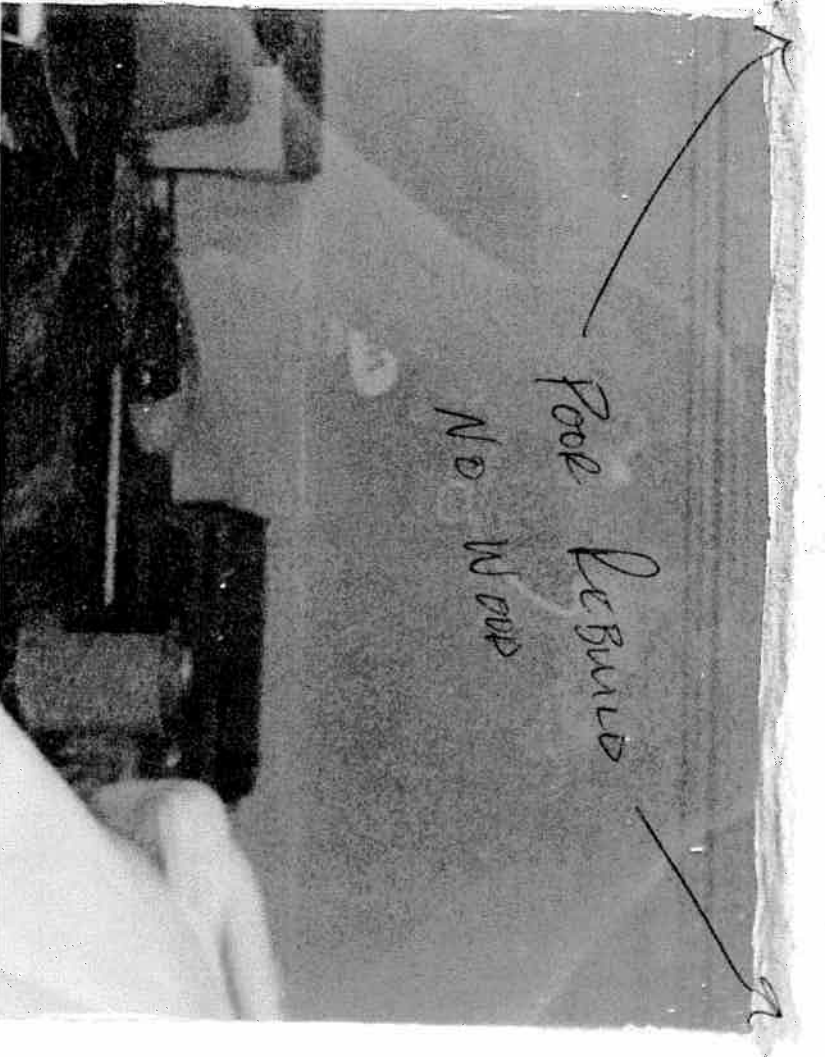
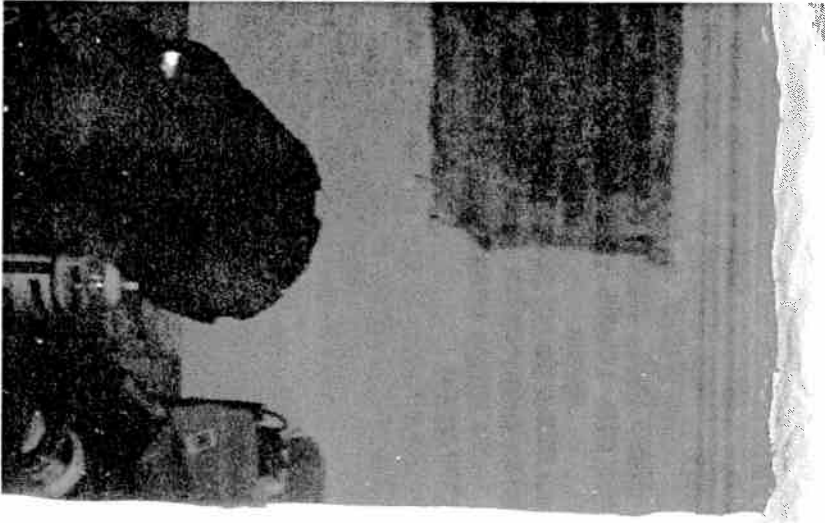
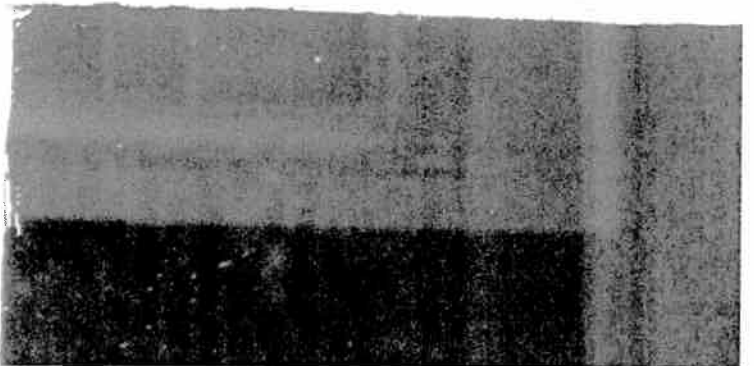
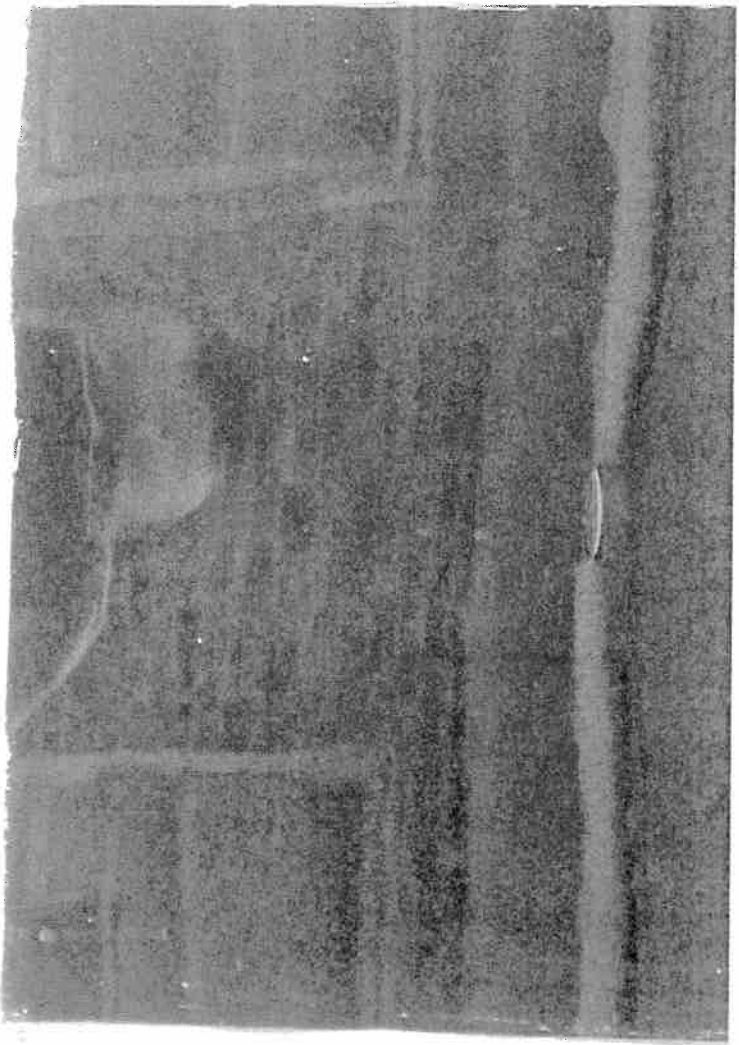
GRPS  
4 wood lot

GMPs



Broken Glass &  
Wood Rot





Wood Box  
Broken





Wood Rot  
POOR REBUILD



WOOD LOT  
FOX TRAIL  
R BUILD



Missile body - Does NOT  
Close

Does NOT  
Close

EXTENSIVE Decay  
+ Rot



# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Chuck and Jenna Davis, 413 East Main Street, remove original wood windows and replace with aluminum clad windows.

***A request has been made by Mr. and Mrs. Davis for a Certificate of Appropriateness to replace existing windows with new aluminum clad windows on the property located at 413 East Main Street.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

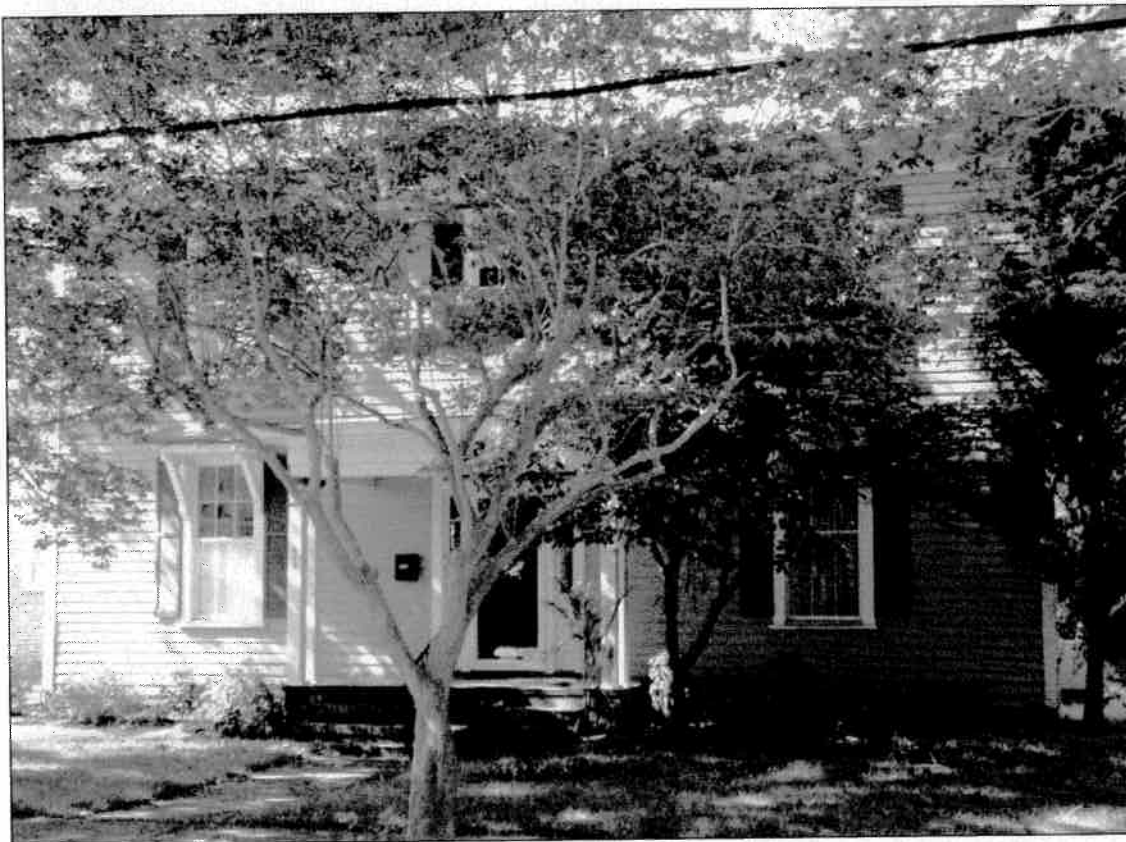
I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to *Mr. and Mrs. Davis to remove existing wood windows and replace them with aluminum clad windows on the property located at 413 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0** Changes to Existing Buildings.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to *Mr. and Mrs. Davis to remove existing wood windows and replace them with aluminum clad windows on the property located at 413 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0** Changes to Existing Buildings.

Or

I move that the Historic Preservation Commission **deny a Certificate of Appropriateness** to *Mr. and Mrs. Davis to remove existing wood windows and replace them with aluminum clad windows on the property located at 413 East Main Street.* This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0** Changes to Existing Buildings.



**ADDRESS:** 413 E Main St

**TAX PARCEL NUMBER:** 5685-06-1924

**CONTRIBUTING:** Yes

**CONTRIBUTING NUMBER:** 129      **NON-CONTRIBUTING NUMBER:**

**CURRENT OWNER:** Charles and Jennifer Davis

**FLOOD ZONE:** No

**SQUARE FOOTAGE OF STRUCTURE:** 2656

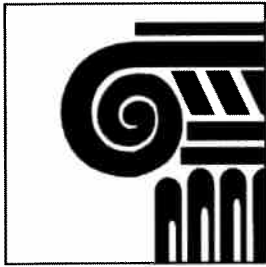
**WINDOW STYLE:** 6/6      Downstairs: same

**DOOR STYLE:**

**ROOF MATERIAL:** Tin

**DESCRIPTION:** John Charles House. 2 story late 19<sup>th</sup> century frame house with bracketed cornice, molded detail. Bought or built by John Charles about 1910.

**OTHER FEATURES:** (i.e. fences, accessory buildings, etc.): Storage- 16 x 10



# CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

---

**Subject:** Certificate of Appropriateness – 413 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. and Mrs. Davis, your property is located within 100 feet of the above referenced property.

Mr. and Mrs. Davis request to remove the wood windows and replace them with new aluminum clad windows on the property located at 413 East Main Street.

You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

**Date:** Tuesday July 2, 2013

**Place:** City Hall - Municipal building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 7:00 PM

In the meantime, should you have any questions please feel free to contact me.

Sincerely,

Jennifer Brennan  
Community Development Planner  
252-946-0897  
[jbrennan@washingtontnc.gov](mailto:jbrennan@washingtontnc.gov)

## **Adjoining Property Owners: 413 East Main Street**

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- Anna Maria Investments  
122 South Academy Street  
Washington, NC 27889
- Litchfield Holdings, LLC  
135 Harbor Rd.  
Washington, NC 27889
- David and Sherrie Clark  
401 East Main Street  
Washington, NC 27889
- Geraldine Bennett  
405 East Main Street  
Washington, NC 27889
- Rachel Mills  
P.O. Box 1325  
Washington, NC 27889
- Walter Hannan  
1721 Anderson Street  
Wilson, NC 27893
- Leslie Moore  
31 Evanshire Dr.  
Fredericksburg, VA 22406
- Kirk and Dorcas Stamant  
427 East Main Street  
Washington, NC 27889
- Glen Cusling  
431 East Main Street  
Washington, NC 27889
- Martha Mathews  
140 East Main Street  
Washington, NC 27889

- Michael Messner  
420 East Main Street  
Washington, NC 27889
- Crystal and Keith Hardt  
424 East Main Street  
Washington, NC 27889
- John and Nancy O'Neil  
420 East Main Street  
Washington, NC 27889
- Vergil and Edith Jenkins  
412 East Main Street  
Washington, NC 27889
- IBX Development  
1589 West 5<sup>th</sup> Street  
Washington, NC 27889
- Virginia Finnerty  
400 East Main Street  
Washington, NC 27889

# **MINOR WORKS**

# **OTHER BUSINESS**

Dear Property Owner:

At the request of the Historic Preservation Commission and after due consideration, the city of Washington recently enacted a Demolition by Neglect Ordinance that attempts to protect the integrity of the Historic District by preventing the loss of historic structures through avoidable deterioration. Demolition by neglect, among other things, means and includes the failure by an owner of any structure in the Historic District to keep the same free of decay, deterioration and structural defect.

At a recent meeting of the Historic Landmarks Commission (the Commission), discussed concerns that the group has regarding neglected properties throughout the historic district. Due to these concerns, the Commission has created a committee to identify properties that have the potential to reach those levels. This letter is to make you aware that your house has reached levels of neglect that have created concerns within the Commission regarding the future upkeep of your building.

The staff of the City Planning Department is available to speak with you regarding the issues that have been identified on your property, as well as the process required to obtain a Certificate of Appropriateness to perform the necessary work. Please be sure to contact the Planning Office prior to undertaking any work, in order to ensure that you are compliant with all city codes.

This is not a formal complaint; it is the goal of the City to stop a formal complaint from being initiated. I look forward to speaking with you regarding the work and ways that we can help you remedy the situation.

## Outline for Power Point

Reason sub- committee was established

High priority buildings (including historically significant)

What will happen if demo's continue/How does it affect the town

- Loss of National Register Listing, which eliminates government funding sources

- Large holes in community that are not being filled (vacant lots scattered around town)

Ways that City Council can help

- Hold owners accountable, enforce fees that are on the books – currently \$50 per day

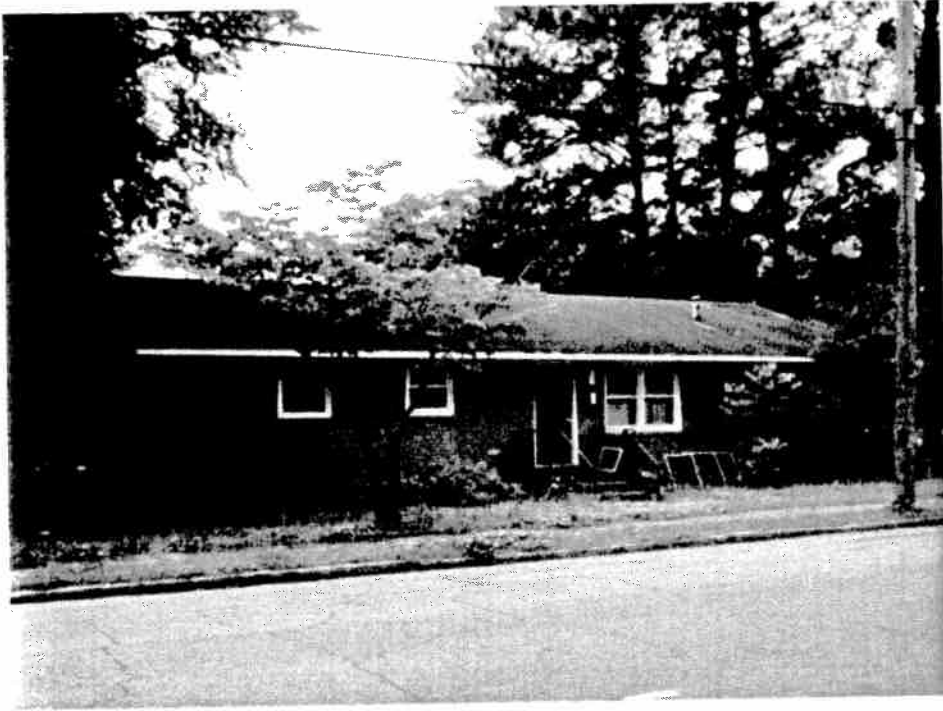
- Establishing grant fund for private homeowners

- Tax abatement for rehabilitation work

**\*\*Next City Council is July 8th**

## Low

601 East 2<sup>nd</sup> Street



124 East 2<sup>nd</sup> Street



219 Pierce Street



207 Pierce Street



738 West Main Street



736 West Main



404 West Main



516 East Main Street



550 East Main



210 N. Harvey



228 Water Street



843 West 3<sup>rd</sup> Street



845 West 3<sup>rd</sup> Street



705 W. Main Street



Medium

412 East 2<sup>nd</sup> Street



238 East 2<sup>nd</sup> Street



739 West 2<sup>nd</sup> Street



721 West 3<sup>rd</sup>



215 East Main Street



236 East Main Street



423 East Main Street



431 East Main Street



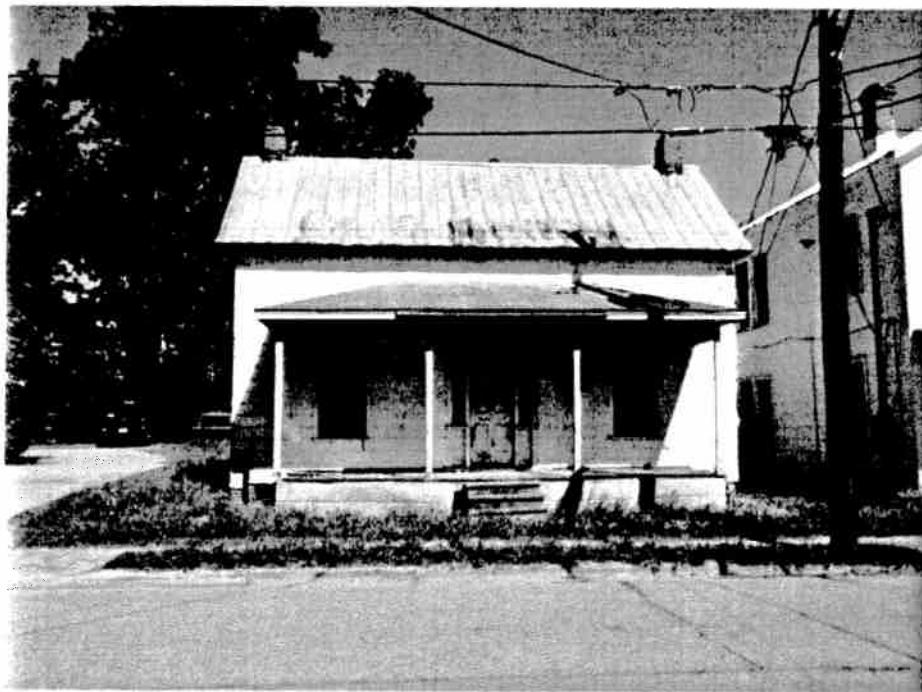
528 East Main Street



420 Water Street



216 North Bonner Street



222 North Bonner Street



327 North Bonner Street



329 North Bonner Street



325 N. Market Street



219 East 3<sup>rd</sup> Street



223 East 3<sup>rd</sup> Street



624 West 2<sup>nd</sup> Street



229 Pierce Street



841 West 3<sup>rd</sup> Street



High

325 N. Harvey Street



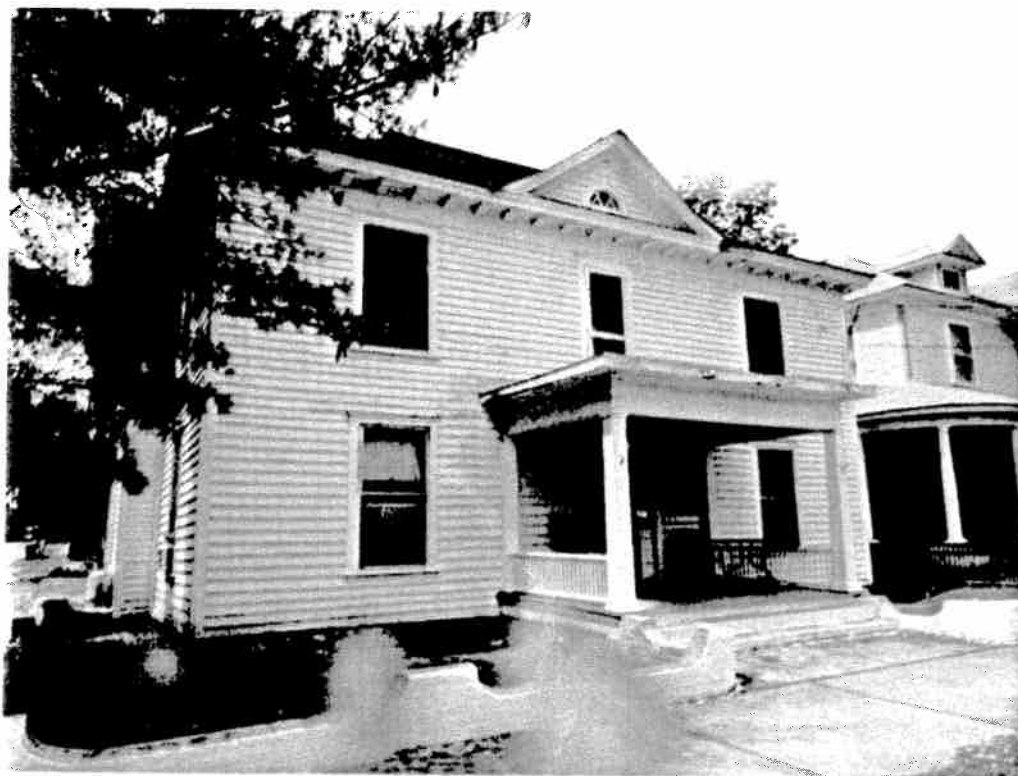
224 Pierce Street



210 East 2<sup>nd</sup> Street



247 East 2<sup>nd</sup> Street



Historically Significant

218 Water Street



# MINUTES

**WASHINGTON HISTORIC PRESERVATION COMMISSION**  
**Regularly Scheduled Meeting – Agenda**  
**Tuesday, June 4, 2013**  
**7:00pm**

**Members Present**

Rebecca Clark     Ed Hodges  
Jerry Creech     Judi Hickson  
Gerri McKinley

**Members Absent**

Victoria Rader  
Kasey Stone

**Others Present**

John Rodman, Community & Cultural Services Director  
Jennifer Brennan, Community Development Planner  
Jessica Selby, Administrative Support

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**I.      Opening of the meeting**

The Chairman called the meeting to order.

**II.      Invocation**

A moment of silent prayer was taken.

**III.      Roll Call**

A silent roll call was taken by staff.

**IV.      Old Business**

**V.      Major Works, Certificate Appropriateness**

**A. Major Works**

1. A request has been made by Mr. James Helms to install a fence on one side and rear of the backyard of the property located at 528 East 2<sup>nd</sup> Street. Additionally, make repairs to existing chain link fence on other side of the backyard.

Mr. James Helms came forward and was sworn in. He stated that he is requesting permission to put up a fence in his back yard. He explained that the right side of the yard is already

surrounded by a chain link fence, so he wants to put up a fence on the left side. He stated that it would be a wooden fence at about 4ft in height. Mr. Helms stated that it would be a picket type fence on the west and north side of the property. Ms. Clark asked if the fence would be painted or stained. Mr. Helms stated that he would probably paint the fence white. Mr. Helms explained that he would only be repairing the existing 4ft chain link fence.

The Chairman opened the floor.

Glen Williams came forward and was sworn in. Mr. Williams explained that Mr. Helms has two small grandchildren and one is a special needs child. He explained that they are trying to find a safe haven for the children to play in without getting away. Mr. Williams stated that he did most of the engineering of the fence. Mr. Creech asked if there would be a gate. Mr. Williams explained where the gate would be located and provided some pictures of the fence and the property.

There being no others coming forward the floor was closed.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Helms to install a wooden fence to the backyard of the property located at 528 East 2<sup>nd</sup> Street. This motion is based on the following findings of fact: The application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.0 Streetscape and Site Design. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

2. A request has been made by Mr. Robin Banks to install wood rails on the front porch of the property located at 219-221 North Pierce Street. Work also includes moving two sets of wooden steps from their current location in the middle of the porch to the either end of the porch.

Mr. Robin Banks came forward and was sworn in. Mr. Banks explained that the house is currently a duplex and has two sets of stairs in front of the house. He presented the Commission with pictures of the house and explained that he would like to move the stairs from the center to the sides of the porch. He explained that he would then like to install a rail, which would be consistent with other rails in the district, down the front of the house. He stated that the rail would be painted white. Mr. Banks stated that this change is consistent with other houses in the historic district. He explained that he felt this change and some landscaping would greatly improve the appearance of the house. Ms. Hickson asked if the house would still have two separate entrances. Mr. Banks stated that the entrances would stay the same. Ms. Clark asked about the material of the rail and the height. Mr. Banks stated that it would be treated wood painted white. Mr. Banks stated that he believed the rails were 18 inches and it would not be a tall rail.

The Chairman opened the floor. There being none coming forward the floor was closed.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Banks to install a wooden rail on the front porch and move the wooden step to either end of the front porch of the property located at 219-221 N. Pierce Street. This motion is based on the following finding of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings. Her motion was seconded by Ed Hodges. All voted in favor and the motion carried.

#### **B. Minor Works**

1. A request has been made and approved by staff a Certificate of Appropriateness to Mr. Ronald Jowczyk to replace in kind rotten material with like material for the property located at 713 W Second Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Jessie Respass to replace Package Unit and ductwork for the property located at 601 E 2<sup>nd</sup> Street.
3. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. JoAnn Norton to change out a 3 ton condenser and place in the same location for the property located at 706 W 2<sup>nd</sup> Street.
4. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Michael Wrought to replace the heat pump and air handler for the property located at 501 W Main Street.

Ed Hodge made a motion to approve all minor works. His motion was seconded by Judi Hickson. All voted in favor and the minor works were approved.

#### **VI. Other Business**

1. Beacon Street Development, Moss Landing Update

Mr. Rodman explained that a representative from Beacon Street Development was present to present the Commission with a number of homes that are typical in their developments. He explained that the subdivision plan had already been approved. He stated that the Commission needs to look at the actual homes and make sure they are appropriate for the historic district. Mr. Rodman explained that they are looking for a conceptual approval of the plan, so that when they come back with each individual home for a COA they will know what the Commission expects.

Jim Whiley, President of the Beacon Street Development, came forward. Mr. Whiley gave the Commission a quick overview of how they got to this point. He then presented the Commission

with a power point presentation showing the subdivision and the specific homes within it. Mr. Whiley elaborated on the materials used to build the homes, the elevations of the homes, and the distances between each house. Mr. Rodman explained that the plan and the layout of the subdivision has not changed, they have just decided to go with single family homes. Scott Campbell and Steve Radar came forward and expressed their concerns. Mr. Whiley addressed their concerns and answered questions.

Rebecca Clark made the following motion: I move that the Historic Preservation Commission accept the Beacon Street Development plan on the current Moss Landing Plan as presented tonight, with the understanding that individual homes will still have to come before the Commission for COA approval. Ed Hodges seconded the motion. All voted in favor and the motion carried.

## 2. Design Guidelines

Mr. Rodman stated that staff wanted to get the Committee back together and start working on the guidelines again next month.

## 3. Report on Demolition by Neglect

Scott Campbell came forward. He explained that Rebecca Clark and he had gone through the district and identified residential homes in the district that they believe are in need of further attention of city officials and are in danger of demolition. He presented the Commission with the list of homes and pictures. He requested that the Commission form a sub-committee to catalog the homes into categories that then can be presented to the City Council.

Mr. Rodman stated that Jennifer Brennan had already sent out some courtesy notices to some of the homeowners and have started the process with some of the houses on the list. The Commission discussed some of the homes on the list and the process they need to take in order to save these homes. A sub-committee was formed consisting of Ed Hodges, Judi Hickson, Jerry Creech, Scott Campbell, Rebecca Clark, and Steve Rader.

## **VII. Approval of Minutes – May 7, 2013**

Ed Hodges made a motion to approve the minutes as corrected. Judi Hickson seconded the motion and all voted in favor.

## **VIII. Adjourn**

There being no further business Ed Hodges made a motion to adjourn. His motion was seconded by Judi Hickson. All voted in favor and the meeting was adjourned.